

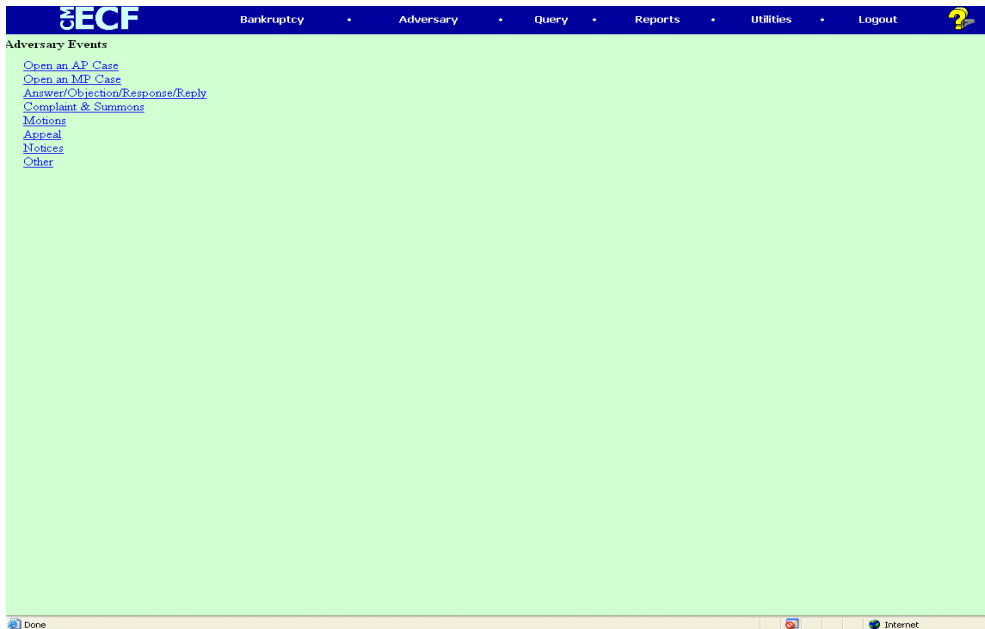
## **FILING AN ADVERSARY PROCEEDING (Open an AP Case)**

Filing an adversary proceeding involves entering information concerning the plaintiff(s) and defendant(s) as well as some basic statistical information.

**NOTE:**        **When filing electronically, the opening of an adversary proceedings is the ONLY time that the attorney for the filer MUST be added to the case; and this is done during the opening process.**

\*            Click **Adversary** on the CMECF Main Menu Bar.

The **Adversary Events** screen will appear as shown below.



\*            Click **Open an AP Case**.

The **Open Case** screen appears as shown below.



**Open Adversary Case**

Case type

Date filed 9/10/2003

Complaint

**NOTE:** The Adversary Proceeding Case Number will be assigned upon completion of the transmission and will appear on the Notice of Electronic Filing.

The **Case Type** field is **ap** (Adversary Proceeding). It cannot be changed.

The **Date Filed** field will always display the current date. It cannot be changed.

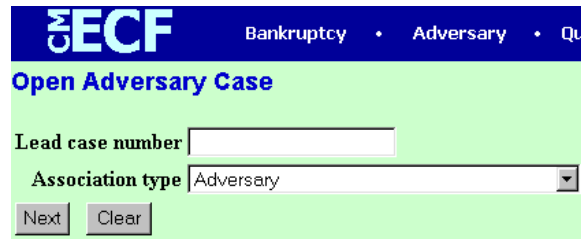
The **Complaint** field default is **Yes** indicating that the adversary proceeding is based on an original complaint or a removal of a state court action.

**NOTE:** If the adversary is the result of a Transfer from another district or a Reopened or Reinstated action, then the **Complaint** field should be changed to **No**.

\* When all fields are correct, click **Next**.

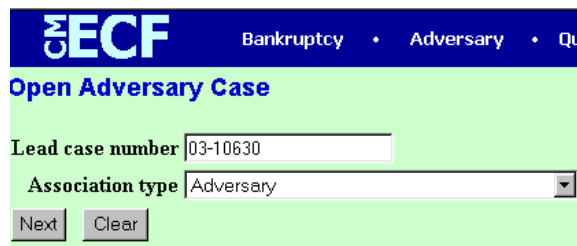
The following screen appears prompting for you to enter the lead bankruptcy case number.

This will link the adversary proceeding to the bankruptcy case



The screenshot shows the ECF interface for opening an adversary case. The header includes the ECF logo and navigation links for Bankruptcy, Adversary, and Questions. The main heading is 'Open Adversary Case'. Below this, there is a text input field for 'Lead case number' which is currently empty. To its right is a dropdown menu for 'Association type' with 'Adversary' selected. At the bottom of the form are two buttons: 'Next' and 'Clear'.

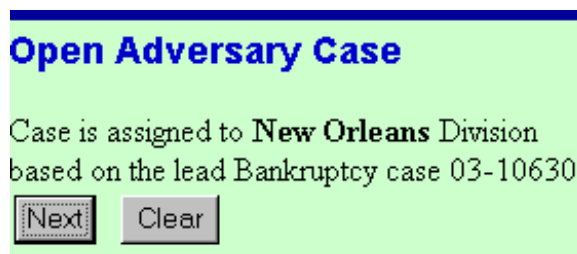
- \* In the **Lead Case Number** box, type the bankruptcy case number as shown below.



This screenshot is identical to the previous one, but the 'Lead case number' field now contains the value '03-10630'. The 'Association type' dropdown menu is still set to 'Adversary', and the 'Next' and 'Clear' buttons are visible at the bottom.

- \* Click **Next**.

The following screen appears.



The screenshot shows a confirmation message on a light green background. The heading is 'Open Adversary Case'. The message states: 'Case is assigned to **New Orleans** Division based on the lead Bankruptcy case 03-10630.' At the bottom, there are two buttons: 'Next' and 'Clear'.

- \* Click **Next**.

The party search screen appears as shown below. There are separate search screens for the plaintiff and defendant.

ECF  
Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

**Open Adversary Case**

Search for a plaintiff

SSN  Tax Id

Last/Business name

First Name

Middle Name

Done Internet

**NOTE:** Before you add any party to a case, you should always search the database to see if that party already exists in the database.

In the “live” database, you may search by Social Security Number, Tax ID, Last Name or Business Name.

- \* Enter the Plaintiff's last name or the first few letters of the last name; or, if a business, enter the first word or significant words of the business name. The entire business name resides in the **Last/Business name** field. The field size is 200 characters.
  
- \* Click **Search**.
  
- \* **If there are matches**, proceed to next page.
  
- \* **If there are no matches**, the screen states **No person found**. Proceed to Page 5.7.

**Search Hints:**

- √ Enter one field of data for each search.
- √ Format Social Security Number or Tax ID Number with hyphens.
- √ Search is case sensitive. Type Smith - not SMITH or smith.
- √ Include punctuation as in O'Brien.
- √ Partial name can be entered.
- √ Wild cards (\*) are not required at the end of search strings.
- √ Wild cards may be used before or within search strings, such as \*son or Gr\*y.
- √ A question mark (?) represents a wild card for one character only.
- √ An asterisk (\*) is a wild card for any number (or none) characters.
- √ If your first search is unsuccessful, try alternate search clues.

## IF THERE ARE MATCHES,

the following screen will appear listing the matches.

Pop-up blocked. To see this pop-up or additional options click here...

**ECF** Bankruptcy Adversary Query Reports Utilities Logout

Search for a plaintiff

SSN  Tax Id

Last/Business name

First Name

Middle Name

Party search results

Whitney, Michael  
Whitney Joe,  
Whitney National Bank,  
Whitney National Bank,  
Whitney School,

- \* If one of the names is the correct party, highlight the appropriate name.
- \* Press **Select name from list**.

The Party Information screen appears showing the previous information attributed to that party.

Pop-up blocked. To see this pop-up or additional options click here...

**ECF** Bankruptcy Adversary Query Reports Utilities Logout

Plaintiff Information

Whitney National Bank SSN:Unknown

Office  Address 1

Address 2  Address 3

City  State  Zip

Country  Country

Phone  Fax

E-mail

Party text

Role in Bankruptcy Case

Add all attorneys, aliases and corporate parents before clicking the Submit button.

- \* Verify the plaintiff's name and information.
- \* Proceed to Page 5.8.

**IF THERE ARE NO MATCHES,**

the following screen appears indicating “**No person found.**”

The screenshot shows a web form titled "Search for a party" with a light green background. It contains input fields for "SSN" and "Tax Id", a "Last/Business name" field, and "Search" and "Clear" buttons. Below the search fields, it says "Party search results" and "No person found." with a "Create new party" button at the bottom.

After you have tried alternative searches (SSN or Tax ID) and determined that the party is not in the database, then you can add them.

- \* Click **Create new party**.

The party information screen appears as shown below.

The screenshot shows a web browser window with a blue header for "ECF" and navigation tabs for "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", and "Logout". The main content area is titled "Plaintiff Information" and shows details for "Whitney National Bank" with "SSN: Unknown". It includes multiple address fields (Office, Address 1, Address 2, Address 3), City, State, Zip, County, Country, Phone, Fax, and E-mail. There is a "Party text" field and a "Role in Bankruptcy Case" dropdown menu. At the bottom, there are buttons for "Attorney...", "Alias...", "Corporate parent...", and "Review...", along with "Submit", "Cancel", and "Clear" buttons. A note says "Add all attorneys, aliases and corporate parents before clicking the Submit button."

- \* Enter the plaintiff's name and information in the appropriate field(s).

**NOTE:** In new CM/ECF Version 3.0, the Party Role field has been eliminated from the case opening party information screens. Debtor, Joint Debtor, Petitioning Creditor, Plaintiff and Defendant will appear appropriately on case opening party screens.

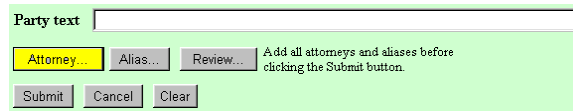
The screenshot shows a web browser window with a yellow warning bar at the top that reads "Pop-up blocked. To see this pop-up or additional options click here...". The browser's address bar shows "ECF". The page title is "Plaintiff Information". The form is for "Whitney National Bank" with "SSN: Unknown". It contains several input fields: "Office", "Address 1", "Address 2", "Address 3", "City", "State", "Zip", "County" (a dropdown menu), "Country", "Phone", "Fax", and "E-mail". Below these is a "Party text" input field. A "Role in Bankruptcy Case" dropdown menu is set to "Attorney...". To the right of this dropdown is a note: "Add all attorneys, aliases and corporate parents before clicking the Submit button." Below the dropdown are buttons for "Attorney...", "Alias...", "Corporate parent...", and "Review...". At the bottom of the form are "Submit", "Cancel", and "Clear" buttons. The browser's status bar at the bottom shows "Internet".

The **Party Text** field is used for further description of the plaintiff, such as A Delaware Corporation. This information will appear on the caption of the docket report immediately after the party's name.

The **Role in Bankruptcy Case** must be completed with one of the following: Creditor, Debtor, Other/Not Applicable, Trustee, or U.S. Trustee/Bankruptcy Administrator.

**NOTE:** In Adversary Proceedings ONLY, you need to add yourself as attorney of record.

- \* When you have completed the Plaintiff information, click the **Attorney** button at the bottom left of the screen as shown below.



The screenshot shows a form with a text input field labeled "Party text". Below the input field are three buttons: "Attorney..." (highlighted in yellow), "Alias...", and "Review...". To the right of these buttons is a note: "Add all attorneys and aliases before clicking the Submit button." At the bottom of the form are three buttons: "Submit", "Cancel", and "Clear".

The **Attorney Search** screen appears as shown below.



The screenshot shows the "Attorney Search" screen. At the top is a blue header with the ECF logo and the word "Bankrup". Below the header is a green box containing the text "Search for an attorney". There are two text input fields: "Bar Id" and "Last name". At the bottom of the green box are two buttons: "Search" and "Clear".

You must now retrieve your record from the database and add yourself to the case.

- \* Enter your Bar ID Number or your Last Name.
- \* Click **Search**.

The next screen will display all the matches.

- \* Highlight your name.
- \* Click **Select name from list**.

The Attorney Information screen appears displaying the information contained in the court's database.

**NOTE:** The Attorney record can accommodate only one address for each entry. If your firm has more than one address, select the correct entry.

**Any changes made to this information screen will take effect for this case ONLY.**

- \* Verify the information.
- \* Click the **Review** button and a screen similar to the one below will appear verifying the information entered.

Review attorneys and aliases  
Nomar Finance, Inc.  
*Uncheck to remove from list*

**Attorneys added:**  
 Crotty, Attorney  
Crotty & Crotty  
9999 Mount Rushmore Road  
New Orleans, LA 70130

**Aliases added:**  
None added.

Return to Party screen Clear

- \* Click **Add Attorney** button.
- \* Once the attorney has been associated with the plaintiff and the plaintiff has been submitted, the following screen will appear that will contain an “End plaintiff selection” button. At this time either enter another plaintiff or click on the “End plaintiff selection.” See screen below.
- \* Clicking on this button will bring up the “Search for a defendant” screen.

Pop-up blocked. To see this pop-up or additional options click here...

**ECF** Bankruptcy Adversary Query Reports Utilities Logout

**Open Adversary Case**

Search for a plaintiff

SSN  Tax Id

Last/Business name

First Name

Middle Name

Search Clear

End plaintiff selection

Done Internet

**NOTE:** From this point, the name is added to the CMECF database and remains even if you abort this transaction.

The Search for a Defendant screen appears as shown below.

The screenshot shows a web browser window displaying the 'Defendant Information' form. The form is titled 'Defendant Information' and is set against a light green background. At the top, there is a blue navigation bar with the CMECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. A yellow question mark icon is in the top right corner. The form content includes the name 'Abraham Lincoln' and SSN 'xxx-xx-3333'. There are several input fields for 'Office', 'Address 1' (1234 Independence Street), 'Address 2', 'Address 3', 'City' (New Orleans), 'State' (LA), 'Zip' (70122), 'County' (Orleans), 'Country', 'Phone', and 'Fax'. A 'Party text' field is also present. Below these fields is a dropdown menu for 'Role in Bankruptcy Case' set to 'Debtor'. There are four buttons: 'Attorney...', 'Alias...', 'Corporate parent...', and 'Review...'. A small text note says 'Add all attorneys, aliases and corporate parents before clicking the Submit button.' At the bottom of the form are 'Submit', 'Cancel', and 'Clear' buttons. The browser's taskbar at the bottom shows the Internet Explorer icon and the text 'Internet'.

- \* Enter the Defendant's last name or the first few letters of the last name; or, if a business, enter the first word or significant words of the business name. The entire business name resides in the **Last/Business name** field. The field size is 200 characters.
  
- \* Press **Search**.
  
- \* **If there ARE matches**, proceed to next page.
  
- \* **If there are NO matches**, the screen states **No person found**. Proceed to Page 5.13.

**IF THERE ARE MATCHES,**

the following screen will appear listing the matches.

Search for a party

SSN  Tax Id

Last/Business name

Party search results

Lincoln, Abe  
Lincoln, Abraham  
Lincoln, Mary

- \* If one of the names is the correct party, highlight the appropriate name.
- \* Click **Select name from list**.

The Party Information screen appears as shown below showing the previous information attributed to that party.

Party Information

Penelope Pearson SSN:123-12-1234

Office  Address 1

Address 2  Address 3

City  State  Zip

County  Country

Phone  Fax

E-mail

ProSe  Role

Party text

Add all attorneys and aliases before clicking the Submit button.

- \* Verify the defendant's information.
- \* Proceed to Page 5.14.

**IF THERE ARE NO MATCHES,**

the following screen appears indicating “No person found.”

The screenshot shows a search interface with the following elements:

- Section: Search for a party
- Fields: SSN (text input), Tax Id (text input)
- Field: Last/Business name (text input)
- Buttons: Search, Clear
- Section: Party search results
- Text: No person found.
- Button: Create new party

After you have tried alternative searches (SSN or Tax ID) and determined that the party is not in the database, then you can add them.

- \* Click **Create new party**.

The Party Information screen appears as shown below.

The screenshot shows a detailed form for entering party information with the following fields:

- Section: Party Information
- Fields: Last name (Washington), First name, Middle name, Generation, Title, SSN (222-11-1234), Tax ID, Office, Address 1, Address 2, Address 3, City, State, Zip, County, Country, Phone, Fax, E-mail, ProSe (no), Role (Debtor (deb pty)), Party text
- Buttons: Alias, Review, Submit, Cancel, Clear
- Text: Add all aliases before clicking the Submit button.

- \* Enter the defendant’s information in the appropriate field(s).

**NOTE:** The attorney for the Defendant is NOT added at this time. Defendant's attorney will be added to the record when an Answer is filed.

\* Click **Submit**.

The party search screen re-appears.

**NOTE:** From this point, the name is added to the CMECF database. Even if you abort this transaction, the name remains in the database.

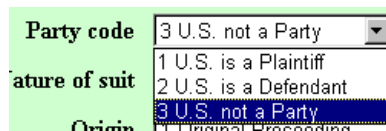
\* Since all parties have now been entered, click **End Party Selection**.

The Adversary Statistical Information screen appears as shown below.



### Party Code:

Unless an agency of the United States is a plaintiff or defendant in the case, accept the default **US is not a Party**.



### Nature of Suit:

**NOTE:** In CM/ECF Version 3.1, multiple natures of suit may be selected which along with descriptions, will appear on the docket sheet. Enter the primary and most important nature of suit first. For example, if the complaint is for both an objection to discharge and an objection to the dischargeability of a debt, enter the (41) objection to discharge as the primary nature of suit.

You may enter up to five natures of suite. Also, two-digit number codes have replaced the three-digit codes.

**Origin:**

The Origin code defaults to Original Proceeding, meaning that the origin of this adversary is a complaint. See the screen below for the other choices.

**Rule 23:**

The default for Rule 23 is **No**. Only change this default if the adversary is a Class Action suit.

**Jury Demand**

The default for Jury Demand is **None**. Accept the default or make the appropriate selection.

**Dollar Demand:**

If there is a dollar demand, enter the amount in thousands to the nearest thousand. For example, if the dollar demand is anywhere from \$4,550 to 5,499, you should enter 5 for \$5,000, leaving off the three zeros.

- \* Verify the information entered on this screen.
- \* Click **Next**.

The **Select PDF document** screen appears as shown below.

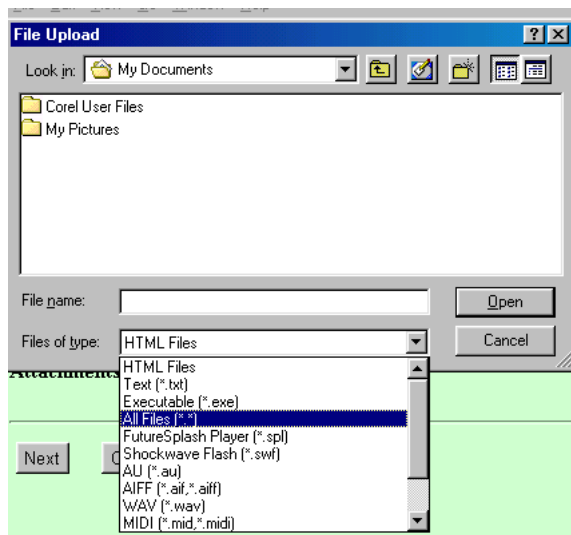


You need to locate, preview and associate the correct PDF file with the docket entry.

- \* Click the **Browse** button.

The File Upload screen appears as shown below.

- \* Click the down arrow to the right of the **Files of type** field as shown below.



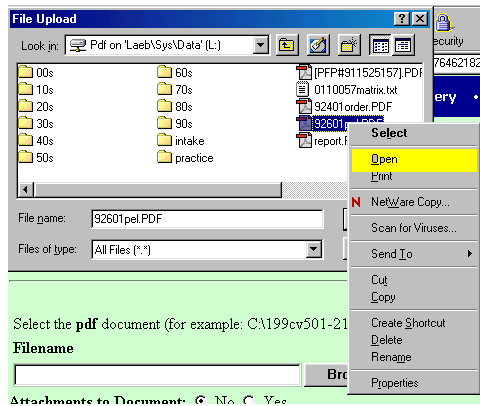
- \* In the drop-down box, click on **All Files(\*.\*)**.
- \* Locate the appropriate PDF file.

**NOTE:** Always preview a file before you associate it

with the docket entry.

- \* To preview the file, right click the file.

A drop-down menu as shown below will appear.

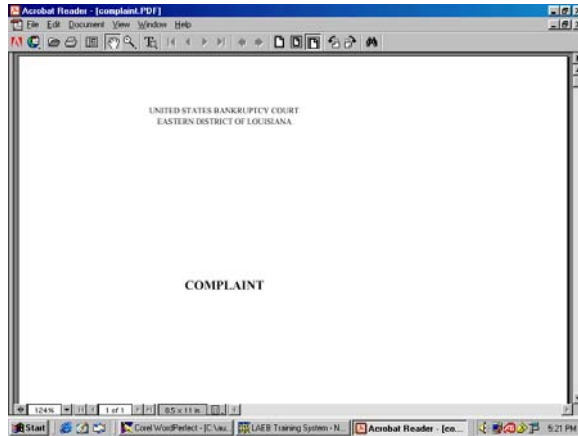


- \* Left click **Open** on the drop-down menu to view the file.

The following screen will flash as Adobe Acrobat Reader opens.



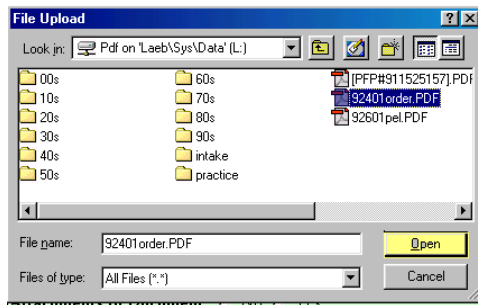
The selected file opens with Adobe Acrobat Reader.



- \* Check the file to confirm that it is the correct one.
- \* Close Acrobat Reader by clicking the **X** on the (blue) Adobe title bar.

This will bring you back to the File Upload window as shown below.

- \* Double click the PDF file or click the **Open** button as indicated in the File Upload window below.



This will associate the file with the entry.

- \* Click **Next**.

The Payment Method screen appears as shown below.

**Open Adversary Case**

COURT USERS ONLY: If this is a 727 Objection to Discharge, Set 727OBJ Flag Next.

For Receipt #, Enter CC for Credit Card or O for Other Payment.

Receipt #  Fee: \$150

For Court Public Users Only: Please Pay Fees Before Exiting the Clerk's Office.

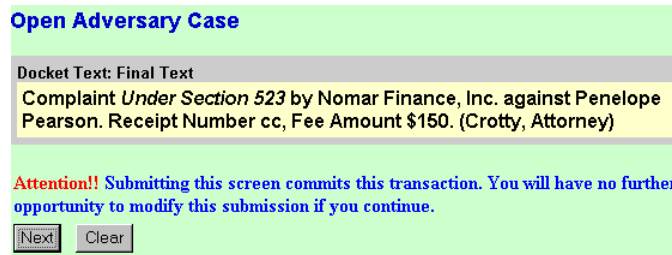
- \* Enter your method of payment, either **leave field blank for** (credit card) or **o** (other).

The **Amount** defaults to the amount of the complaint filing fee, \$250.00. **Do not** change this amount.

The **Modify Text** screen appears.

\* If the entry is correct, click **Next**.

The **Docket Text: Final Text** screen appears as shown below.



The screenshot shows a web interface for an 'Open Adversary Case'. The title is 'Open Adversary Case' in blue text on a light green background. Below the title, there is a section titled 'Docket Text: Final Text' in a grey box. The main content is a yellow box containing the text: 'Complaint *Under Section 523* by Nomar Finance, Inc. against Penelope Pearson. Receipt Number cc, Fee Amount \$150. (Crotty, Attorney)'. Below this, there is a red warning message: 'Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' At the bottom, there are two buttons: 'Next' and 'Clear'.

**NOTE:** **Proofread this screen carefully! This is your last opportunity to make changes or corrections to the docket entry.**

**If any part of this entry is incorrect, click the browser's "Back" button to return to the screen you need to correct. Then complete the process.**

**To abort or re-start the transaction at any time up until the final docket text screen, click a hyperlink on the CMECF Main Menu Bar.**

If the entry is correct, click **Next**.

**NOTE:** If you properly entered the Bankruptcy Case Number at the prompt on the prior screen, any judgment entered in the adversary proceeding will spread to the main bankruptcy case. Also, under CM/ECF Version 3.0, the AP case number will spread to the main bankruptcy case.

The Notice of Electronic Filing screen appears as shown below.

**Open Adversary Case**

U.S. Bankruptcy Court  
Eastern District of Louisiana

Notice of Electronic Filing

The following transaction was received from Crotty, Attorney entered on 9/11/2003 at 8:02 AM CDT and filed on 9/11/2003

**Case Name:** Nomar Finance, Inc. v. Pearson  
**Case Number:** [03-01148](#)  
**Document Number:** [1](#)

**Case Name:** Penelope Pearson  
**Case Number:** [03-10630](#)  
**Document Number:** [3](#)

**Docket Text:**  
Complaint *Under Section 523* by Nomar Finance, Inc. against Penelope Pearson. Receipt Number cc, Fee Amount \$150. (Crotty, Attorney)

The following document(s) are associated with this transaction:

**Document description:**Main Document  
**Original filename:**L:\practice\complaint.PDF  
**Electronic document Stamp:**  
[STAMP bkecfStamp\_ID=988663450 [Date=9/11/2003] [FileNumber=66136-0] [726a06c9f24da1a670bcf424605c3e2bcb095f8b7c315c265506e12ae78f667577090047a41141f1326e8ba065d7ffaeae006a7048e0039fb926bb7195c1e7]]

**Document description:**Main Document  
**Original filename:**L:\practice\complaint.PDF  
**Electronic document Stamp:**  
[STAMP bkecfStamp\_ID=988663450 [Date=9/11/2003] [FileNumber=66137-1] [8db4f1937c90c92057cc81c1927e667cd8e7029b24b37437986c80b8899c14ba9dee4cc898d4b0671f6fd252cca059450e55e9de659a52b6c0f4fac09c9f5e85]]

**03-01148 Notice will be electronically mailed to:**

**03-01148 Notice will not be electronically mailed to:**

The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.

Both the Adversary Proceeding Number and the Bankruptcy Case Number appear on the Notice of Electronic Filing. This indicates that the docket entry for the adversary proceeding has spread to the bankruptcy case.

The Case Numbers on the Notice are hyperlinks to the docket sheets.

The Document Numbers are hyperlinks to the pleading.

**NOTE:** When the Notice of Electronic Filing is e-mailed to each registered participant in the case, the following message will display at the top of the notice:

**\*\*\*NOTE TO PUBLIC USERS\*\*\***

**You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.**

Further access to the Notice of Electronic Filing is available through the electronic docket report.

When this option is selected as shown in the screen above, a bullet appears next to the document number of the event on the docket report as shown in the screen on the next page.

Filing Date	#	Docket Text
10/12/2001	1	Complaint by Safewater Technologies, Inc. against Rogers-O'Brien Construction Company, Inc.. Receipt Number cc, Fee Amount \$150. (Richoux, B) (Entered: 10/12/2001)
10/12/2001	2	Receipt of Complaint Filing Fee. Receipt Number 12121 Fee Amount \$ 150 (related document(s) 1). (Richoux, B) (Entered: 10/12/2001)
10/12/2001	3	Summons Issued on Rogers-O'Brien Construction Company, Inc. Answer Due 11/12/2001. (Richoux, B) (Entered: 10/12/2001)

Clicking on a bullet will display a copy of the Notice of Electronic Filing. Attorney users will be presented with a PACER login screen first.

To print a copy of the Notice of Electronic Filing, click the **Print** button on your browser's toolbar.

Filers will have access to the Notice of Electronic Filing (their one free view) at the time of their filing; but subsequent access must be made through the PACER system at a charge of \$.08 a page.